

Figure 10.B.1 – Regular Enlisted Employee Review Submission Schedule

PAY GRADE	DEADLINE DUE THE LAST DAY OF:
E-1	January (all) & July (AD only)
E-2	January (all) & July (AD only)
E-3	February (all) & August (AD only)
E-4	March (all) & September (AD only)
E-5	April (all) & October (AD only)
E-6	May (all) & November (AD only)
E-7	September (all)
E-8	November (all)
E-9	June (all)

2. If the rating chain must perform an **unscheduled** enlisted employee review on the same period ending date as the member's regular period ending date, enter as regular instead of the **unscheduled** reason, excepting a disciplinary enlisted employee review; for that, enter the reason as disciplinary instead of regular.
3. Regular enlisted employee reviews may not be delayed. The unit rating chain is responsible for ensuring complete reviews are acknowledged by the evaluatee and completed within **Direct Access** not later than 30 days after the enlisted employee review period ending date.
4. Do not complete a regular enlisted employee review on a member until the next regular period ending date when:
 - a. An **unscheduled** enlisted employee review has been completed within 92 days for E-6 and below employee reviews, 184 days for E-7 and above employee reviews, or 19 drill periods for reservists before the end of a regular period ending date,
 - b. An evaluatee has been assigned to a new duty station for fewer than 92 days for E-6 and below employee reviews, 184 days for E-7 and above employee reviews, or 19 drill periods for reservists on a regular period ending date.
5. Do not complete any enlisted employee review for the following circumstances:
 - a. Upon discharge, reenlistment, release from active duty, or retirement;
 - b. Evaluatee is undergoing Class "A," "C," advanced, or recruit training, except in disciplinary situations described in Article 10.B.5.b.3;